

NOTICE TO VENDORS

Please be advised that the Ohio Turnpike Commission has adopted a formal Ethics Policy effective November 12, 2002. The policy is enclosed for your review.

As a vendor to the Ohio Turnpike Commission, it is requested that your company's senior supervisory staff and all representatives having contact with Commission employees review the policy and agree to comply with its terms.

Your company is required to acknowledge the foregoing by completing the enclosed form and returning same to the Commission with your bid, proposal or pricing response. Failure to do so may result in the disqualification of your company as a vendor to the Commission.

Your cooperation in this regard is appreciated.

OHIO TURNPIKE COMMISSION

Ethics Policy

Policy Statement

It is the policy of the Ohio Turnpike Commission (“Commission”) to carry out its mission in accordance with the strictest ethical guidelines and to ensure that Commission members and employees conduct themselves in a manner that fosters public confidence in the integrity of the Commission, its processes, and its accomplishments.

General Standards of Ethical Conduct

Commission members and employees must, at all times, abide by protections to the public embodied in Ohio’s ethics laws, as found in Chapters 102 and 2921, of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. Members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

A general summary of the restraints upon the conduct of all members and employees include, but are not limited to, those listed below. Members and employees shall not:

- Solicit anything of value from anyone doing business with the Commission;
- Accept anything of value from anyone doing business with the Commission;
- Solicit or accept employment from anyone doing business with the Commission, unless able to completely withdraw from Commission activity regarding the party offering employment, and the Commission approves the withdrawal;
- Use public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
- Accept any form of compensation for personal services rendered on a matter before any state agency, or sell goods or services to any state agency, unless the official or employee qualifies for the exception, and files the statement, described in the Ethics Law;

- Hold or benefit from a contract with, authorized by, or approved by, the Commission, unless one of the exceptions in the Ethics Law and related statutes applies;
- Vote, authorize, recommend, or in any other way use his or her position to secure approval of a Commission contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
- Use, or authorize the use of, his or her title, the name “Ohio Turnpike Commission,” or “Commission,” or “OTC,” or the Commission’s logo in a manner that suggests impropriety, favoritism, or bias by the Commission or the official or employee;
- Solicit or accept honoraria prohibited by the Ethics Law;
- Use or disclose confidential information protected by law, unless appropriately authorized;
- During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the Commission.

For purposes of this policy:

- “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.
- “Anyone doing business with the Commission” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the Commission.

Financial Disclosure

Every Commission member or employee required to file a financial disclosure statement by law, or Ethics Commission rule, must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any member or employee appointed or employed after February 15 shall file a statement within ninety days of appointment or employment.

Ethics Education

All Commission members and employees who hold senior policy positions must participate in the ethics education offered by the Governor's Office pursuant to Executive Order 99-35T. The Executive Order requires education in the amount of four hours every two years. In addition to participating in Executive Order training, the Ethics Commission sponsors educational sessions throughout Ohio.

Assistance

The Ethics Commission is available to provide advice and assistance regarding the Ethics Law and related statutes. The Ethics Commission can be contacted at (614) 466-7090. The Ethics Commission's web site address is: www.ethics.state.oh.us. The Commission's General Counsel and counsel for the Governor's Office are available to answer questions involving this policy.

Penalties

Failure of any Commission official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

Changes

This policy may only be changed by majority vote of the Commission.

**ACKNOWLEDGMENT OF RECEIPT OF
ETHICS POLICY**

_____ does hereby represent and warrant
(Name of Corporation, Partnership etc.)
that on _____, the Ohio Turnpike Commission Ethics Policy
(Date)
was received in its principal place of business and reviewed by its supervisory staff and
other company representatives having contact with the Ohio Turnpike Commission
Members and employees; and further warrants that it agrees to comply with the terms
and conditions of the policy as set forth therein at all times during the course of business
with the Commission.

By: _____

(Title)

(Corporation Address)

(City, State, Zip)

(Telephone Number)

(Date)